

# *Registered Health Information Technician (RHIT)*

## **Policy Pos 3.3**

*Maintains Confidentiality In Respect To All Hospice Matters*

### POSITION SUMMARY:

Responsible for processing all written communications relating to patient inquiry, referrals, and admissions. Oversee the preparation and maintenance of medical records admission through discharge.

### RESPONSIBILITIES:

- Maintains current knowledge of hospice concept and practices.
- Maintains a comprehensive working knowledge of the medical records information system including upgrades and enhancements.
- Protects the confidentiality of patient/client and company information through effective controls and directs supervision of medical records.
- Provides guest relations. Makes copies as requested. Maintains an organized work area.
- Adheres to Stein Hospice's Corporate Compliance Policy.
- Ensures medical record systems are maintained in compliance with state, federal, Joint Commission, and HIPAA regulations.
- Gathers and maintains research and statistical data as directed.
- Responsible for networking and collaborating with Stein's referral sources and providing education on hospice philosophy, services, and procedures.
- Assists in-coming phone calls with requested information.
- Provides support to staff regarding Suncoast software.
- Responsible for all chart locations and locks medical record files at end of each day.
- Monitors the workload for both Ward Clerks and Auditor daily.
- Forwards copies of medical records to authorized users according to company policy.
- Fulfills requests for information of outside entities and discloses appropriate documentation.
- Completes and administrative record audit following patient/client discharge/death within 30 days.
- Monitors unsigned physician orders and submits requests for signature.
- Sends all Plan of Care (PPOC), certification and clinical summaries to attending physicians for signature, monitor and track that the orders have been signed and received into Suncoast.
- Sends all recertification out for signature from the Medical Director. Monitors and tracks that the order has been signed and received into Suncoast.
- Monitors for all deficiencies in the medical record chart.
- Designs various letters for request of information.
- Maintains current maintenance files of nursing facilities, pharmacies, DME vendors, funeral homes and physicians' directory into Suncoast.
- Monitors physicians' licensure and Medicare Fraud Prevention and Detection quarterly.
- Maintains Medical Directors caseloads and performs assorted duties for them.
- Assumes responsibilities for ordering and organizing the assembly of the Admission Books.
- Prepares progress reports for all nursing home patients, audits the charts at the facilities, then compiles an audit report for that facility.
- Protects the storage of records in a safe, secure environment.
- Compiles data lists for storage of medical records charts off site for retention of records and prepares data lists for destruction of medical record charts.
- Maintains a list daily of new admission and deficiency report and disperses to appropriate discipline.
- Communicates with staff on new developments or changes.
- Orders all office supplies for the department.
- Performs other duties as assigned.

QUALIFICATIONS

- Has an accredited records RHIT degree.
- Knowledge of medical terminology.
- Excellent telephone manner and communication skills.
- Excellent computer skills Microsoft Office; specifically word processing and spreadsheet.
- Proficient in operating computer, copy machine, and other office equipment.
- Excellent organizational skills.
- Good judgment and discretion in dealing with highly confidential information
- Commitment to the philosophy, goals and objectives of the hospice concept and willing to expand knowledge and capabilities in the field of hospice.
- Must be licensed driver with an automobile that is insured in accordance with state and organization requirements and is in good working order.

ACCOUNTABILITY:

Directly accountable to the Controller.

CONFIDENTIALITY AND HIPAA STATEMENT

All workforce members are required to understand and adhere to the standards and policies of Stein Hospice, which relate to the use and disclosure of personal health information, and seek guidance and training when necessary to resolve questions about the standards and policies.

My signature confirms that I have read and understand this position description.

\_\_\_\_\_

Signature

\_\_\_\_\_

Date